

Personnel

Job Type: Air AGR Vacancy

Job Number: 15-27

Location: Selfridge Air National Guard Base - Harrison, Michigan

Rate: E6/TSGT

Open Period: February 25, 2015 through **March 11, 2015**

MICHIGAN NATIONAL GUARD

Human Resource Office

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AIR NATIONAL GUARD

ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 15-27

TOUR LENGTH: INITIAL TOUR FOUR YEARS

CONTINUATION TOUR SIX YEARS

OPENING DATE: 25 FEB 2015

CLOSING DATE: 11 MAR 2015

POSITION TITLE: PERSONNEL

POSITION GRADE: E6/TSGT

POSITION AFSC: 3S071

ASVAB SCORES: M: A: 41 G: E: IAW AFECB

LOCATION: 127TH SELFRIDGE ANGB MT CLEMENS MI

WHO CAN APPLY:

AREA 1: ON-BOARD PERMANENT ACTIVE GUARD RESERVE (AGR) AND ON-BOARD
PERMANENT DUAL STATUS TECHNICIANS OF THE MICHIGAN AIR NATIONAL GUARD
(TENURE I OR II STATUS)

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

AREA 2: OPEN TO ALL CURRENT TRADITIONAL GUARD MEMBERS OF THE MICHIGAN AIR NATIONAL GUARD

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

AREA 3: OPEN TO THOSE ELIGIBLE FOR ENLISTMENT IN THE MICHIGAN AIR NATIONAL GUARD AT THE E1/AB RANK OR HIGHER

MINIMUM GRADE E1/AB

MAXIMUM GRADE E6/TSGT

(PRIOR MILITARY MEMBERS NEED TO SUBMIT DD 214 OR NGB 22 TO VERIFY ELIGIBILITY

PER ANGI 36-101 ANY APPLICANT SELECTED WHO DOES NOT POSSESS THE AFSC, MUST SIGN AN AGREEMENT TO RETRAIN

Enlisted Airmen who apply for a position which would cause an overgrade MUST indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen. Acceptance of demotion MUST be in writing and included in the application package.

POSITION INFORMATION

BRIEF DESCRIPTION OF DUTIES:

- Advises officers and airmen on military personnel issues and programs.
- Conducts interviews to determine individual interests, qualifications, and personnel data.
- Briefs provisions of personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention, bonus, classification, training and retraining, and personnel reliability program, personnel readiness and career progression.
- Helps commanders develop career information and motivation programs.
- Manages selective reenlistment and career airman reenlistment reservation programs.
- Counsels airmen on reenlistment opportunities and benefits.
- Monitors retention programs and provides reports and statistics.
- Helps users determine training requirements, methods, and procedures.
- Creates, maintains, and audits personnel records.
- Records information in unit, field, and PDS records.
- Prepares and maintains personnel records, aeronautical orders, and personnel action requests.

- Prepares and processes documentation for administration of quality control programs.
- Reviews personnel records, and interviews individuals to ensure accuracy of information.
- Compares basic records with source documents, transaction registers, and management products.
- Inspects records, master personnel, and command and field personnel records.
- Reviews and processes evaluation reports.
- Performs personnel actions. Updates computerized personnel data.
- Conducts in and out processing.
- Manages the Virtual Out Processing vOP in the Military Personnel Flight. Monitors personnel readiness programs.
- Schedules individuals for processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment.
- Administers standard tests, acts as test monitor, scores tests, and records results.
- Prepares and processes correspondence, forms, and PDS transactions.
- Advises members on official and personal obligations incident to relocation, training, and promotion.
- Prepares and processes relocation actions.
- Processes documents required to support service awards and decorations.
- Guides customers in completing the vRED (automated DD Form 93) in vMPF (virtual MPF).
- Maintains files of correspondence, directives, instructions, and other publications.
- Provides casualty assistance.
- Administers casualty program.
- Prepares related reports and documents.
- Assists next of kin of deceased and missing personnel to apply for death gratuity pay, arrears of pay, veterans' affairs, social security, government and commercial life insurance, and other benefits.
- Oversees personnel activities and functions.
- Inspects personnel activities for compliance with policies and directives.
- Reports discrepancies and recommends corrective action.
- Monitors personnel actions for timeliness, propriety, and accuracy.
- Ensures proper counseling of individuals on personnel programs, procedures, and benefits.
- Organizes and compiles management data and submits reports.
- Performs CSS personnel functions.
- Prepares and processes administrative support actions relating to unit programs such as FIT Program, vOP, inprocessing, squadron information, and enlisted and officer professional military education.

- Manages leave web program.
- Maintains suspense system for personnel actions and correspondence.
- Maintains and monitors duty status changes.
- Provides customers with guidance on how to use the web applications for the personnel actions.
- Requisitions and maintains current study reference material for the airman promotion system.
- Assigns members to an AEF.
- Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.
- Performs Personnel Support for Contingency Operations (PERSCO) functions.

SPECIALTY KNOWLEDGE:

- Knowledge is mandatory of: officer and airman classification systems and procedures; preparing and maintaining personnel records; assignment, promotion, testing, customer service, quality force, personnel readiness, PERSCO and deployment/mobilization procedures; interviewing and counseling techniques; policies and procedures relating to administrative communications, correspondence, messages, and general office management; overall organizational structure and its interrelationship with the mission; terminology and procedures employed within functional areas assigned; policies, programs, and procedures of agencies administering and providing benefits to military personnel, retirees, and family members; PDS capabilities and applications; occupational survey procedures; benefit programs; and principles, policies, and concepts of personnel management.
- For entry into this specialty, completion of high school with courses in English composition and speech is desirable.
- For award of AFSC 3S031, completion of a basic personnel course is mandatory.
- The following experience is mandatory for award of the AFSC indicated:
- 3S071 Qualification in and possession of AFSC 3S051. Also, experience performing or supervising one or more of the functions associated with preparing and maintaining PDS and manual records, personnel classification or usage, quality force management, auditing personnel records and reports, or career progression counseling.
- The following are mandatory as indicated:
- For entry into this specialty:
- Ability to speak distinctly.
- For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol 2, Licensing Network Users and Certifying Network Professionals.

APPLICATION INSTRUCTIONS AND GENERAL INFORMATION

HOW TO APPLY: Individuals who meet the Duties, Responsibilities, and Special Information Criteria for this position must submit a complete AGR application package to: ng.mi.miarng.mbx.jobs-staffing@mail.mil

1. DO NOT send application directly to the HRO Office (hand carry, US Post Office, etc). In the event that an applicant is unable to use the email address provided (I.E. rejection email) or is a deployed Airman without accessibility please call 517-481-7708 and you will be provided additional instructions. Applicants must provide documentation in the event that this occurred (I.E. rejection email).

2. *AT A MINIMUM YOUR PACKET SHOULD INCLUDE THE FOLLOWING:

a. COMPLETED NGB FORM 34-1 signed and dated with the job announcement and title. (Do not submit an SF Form 171 or OF 612). Due to personal identifiable information (PII) concerns contained within Air AGR packets, we are requesting that all applications for Air AGR positions omit their home of record and social security number upon submission.

b. Military Personnel Report on Individual Personnel (RIP) from either the vMPF or MilPDS no more than 30 days old.

c. An official fitness score of 75% or higher within 1 year (from the AF portal).

*Applications without all the required supporting documentation will not be considered and will not be returned.

3. Applications must be received by 2359 hours on the closing date of this vacancy announcement. Further information may be obtained by contacting the AGR Personnel Office: MSGT Shane K. Reynolds 517-481-7708, DSN 623-9708. Prior approval required for last minute faxed applications.

NOTES

EEO POLICY: The management of AGRs will be free of discrimination based upon race, color, religion, sex, national origin and age IAW ANGI 36-7, ANG Military Equal Opportunity Program.

ENTRY QUALIFICATION PER ANGI 36-101

1. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
2. Enlisted personnel applying for Officer position must be eligible for commissioning upon selection for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force.
3. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards. Airmen with a DD Form 469, Duty Limiting Condition Report reflected at the time of an AGR physical package evaluation, will not be deemed medically qualified. However, accession of a member is possible as long as the member is medically cleared of any Duty Limitation Code (DLC)/medical profile prior to starting an AGR order.
4. Personnel must have retainability to complete the tour of military duty.
5. Applicants are subject to personal interview upon notification of time and place. Necessary travel will be at the applicant's own expense.
6. Pregnant females are eligible to apply for AGR tours. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
7. Initial AGR tour orders are probationary. Individuals selected for continuation until retirement and electing Career Status Bonus (CSB) must be extended to the date they will achieve 20 satisfactory active duty years on their AGR orders.
8. Voluntary release from the AGR program prior to completion of tour is contingent upon approval of the Adjutant General of Michigan.